

# LAKE COUNTY

## BOARD OF COUNTY COMMISSIONERS

### EMERGENCY ACTION PLAN SAFETY PROCEDURE 510.005

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## SAFETY PROCEDURE 510.005

### I. EMERGENCY ACTION PLAN

A written emergency action plan is required for each County facility addressing all of the following to ensure employee safety in the event of fire or other emergency.

#### A. Emergency Escape Routes and Procedures

An emergency evacuation of the facility shall be signaled by the initiation of the facilities emergency alarm system.

Emergency escape procedures and route assignments shall be posted in each work area and all employees trained by supervisors in the correct procedures to follow. New employees are trained when assigned to the work area. An escape procedure and route sheet is to be posted in the work area. (A sample evacuation plan is shown in ILLUSTRATION 1. Evacuation Plan.)

#### B. Procedures for Employees who Remain to Operate Critical Operations Before they Evacuate

Develop procedures for critical operations before assigned personnel evacuate during emergency situations. Describe the special training to be provided.

#### C. Post Evacuation Procedures

Each supervisor or his/her designee is responsible for ascertaining that all affected employees are accounted for as well as the condition of each employee. At the designated rally point, each supervisor or his/her designed is required to report their head count, by name, to their manager.

Employees unaccounted for shall be immediately reported to the County Manager.

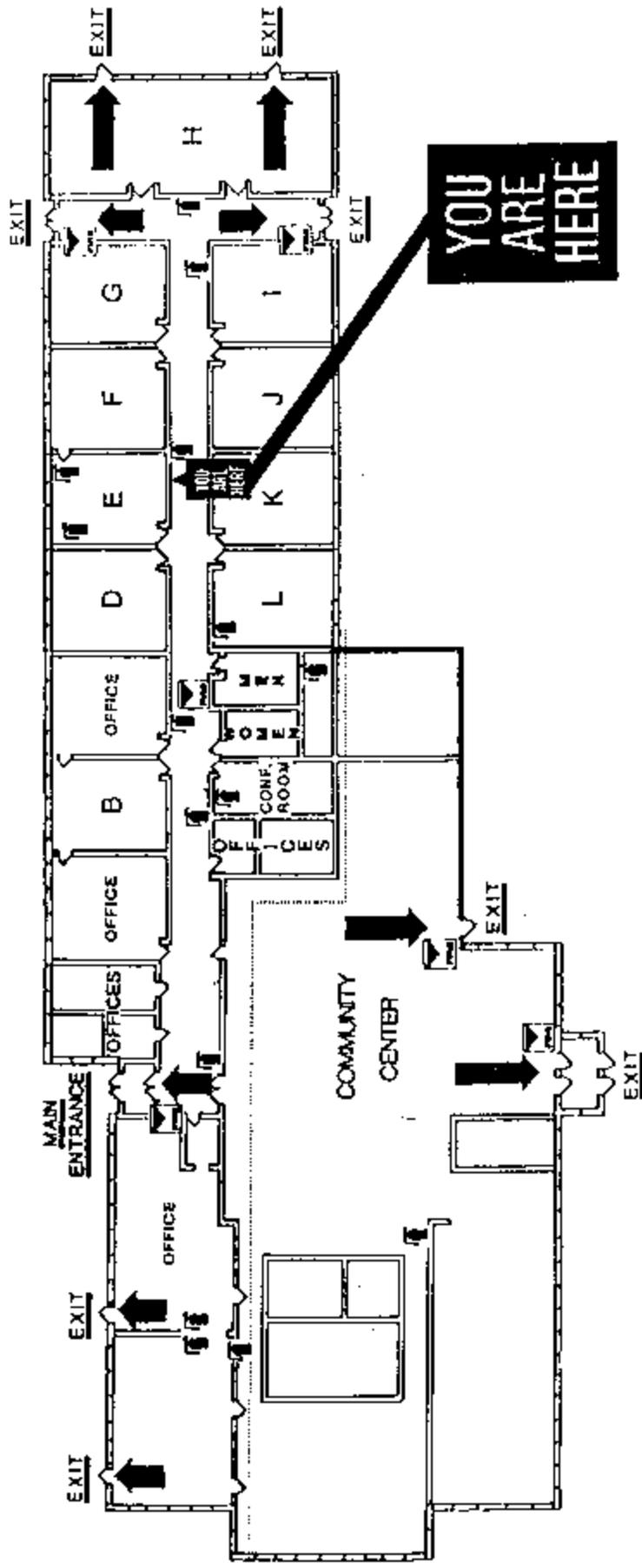
#### D. Rescue and Medical Duties

Specific rescue and medical duties shall be assigned to designated employees. These employees shall receive special training and instructions to properly carry out these assignments.

#### E. Means of Reporting Fires or Other Emergencies

If an emergency occurs at any County facility that would endanger either the other employees therein or the facility itself an evacuation signal shall be initiated by means of the facilities emergency alarm system.

# EDUCATION AND TRAINING CENTER EVACUATION PLAN



## EMERGENCY GUIDELINES

- A. FAMILIARIZE YOURSELF WITH ALL EXIT LOCATIONS.
- B. KNOW WHERE THE FIRE ALARM PULL BOXES AND FIRE EXTINGUISHERS ARE LOCATED.
- C. KNOW TO EVACUATE AS REQUIRED WHEN THE FIRE ALARM SIGNAL (HORN) SOUNDS.

## CAMPUS SAFETY

593-5333

## KEY



FIRE ALARM PULL BOX



FIRE EXTINGUISHER



SHELTER AREA



Should an emergency occur at any County facility the proper authorities and the County Manager shall be notified immediately.

F. Emergency Contact Personnel

Two emergency contact persons shall be designated for each facility.

G. Employee Accountability Following An Emergency Evacuation

Each County supervisor is responsible for accounting for each of his or her assigned employees following an emergency evacuation. This will be accomplished by following the procedures below.

Employee Accountability

1. Rally points must be established for all County evacuation routes and procedures.
2. All work area supervisors and employees must report to their designated rally points immediately following an evacuation.
3. Each employee is responsible for reporting to his or her supervisor so an accurate head count can be made. Supervisors will check off all those reporting and report those not checked off as missing to the County Manager.
4. The County Manager will be located at one of the following locations:
  - a. Primary Location: Administration Building A
  - b. Secondary Location: Fire Services Mobile Command Post
5. The County Manager shall direct activities to locate missing personnel.

## II. FIRE PREVENTION PLAN

### A. Major Work Place Fire Hazards

There are normal hazardous conditions which could result in a fire in every work place. Common combustibles, flammable liquids, energized electrical equipment and power supply circuits and other related materials are found in various work areas.

1. **Common Combustibles** include but are not limited to wood, paper, office and cleaning supplies. These materials are to be stored in areas where they are protected from open flames and heat producing equipment.

If a fire occurs involving this type of material, the employee should immediately sound the alarm using the facilities alarm system alerting employees to evacuate the facility.

2. **Flammable or Combustible Liquids** include but are not limited to gasoline, kerosene and mineral spirits, greases and similar materials, and some rubber and plastic materials. These materials are to be stored in approved closed containers in well ventilated areas away from any open flames or heat producing equipment.

3. **Static Electricity** is found in every situation because of the numerous pieces of electrical equipment and power supply circuits. One or more of the following preventive methods will be used: grounding, bonding, maintaining a specific humidity level such as 60 - 70 percent and ionizing the atmosphere. All attempts should be made to keep static accumulating equipment out of a hazardous area rather than to try to prevent static accumulation.

If a fire occurs involving this type of material, the employee should immediately sound the alarm using the facilities alarm system alerting employees to evacuate the facility.

4. **No Smoking** is allowed in any County facility. All employees are encouraged to adhere to this regulation particularly when dealing with any flammable and/or combustible materials in the work place.

### B. Housekeeping Prevention Techniques

The following housekeeping techniques and procedures to prevent occurrences of fire are to be followed. Facilities are to be cleaned daily. All combustible trash and debris shall be disposed of properly and all flammable liquids shall either be disposed of or secured and returned to their proper storage areas. Report any hazardous condition such as old wiring, work insulation and broken electrical

equipment to the supervisor. Don't overload electrical outlets. Ensure that all equipment is turned off at the end of the work day unless so specified. Every effort should be made to assure that a safe and clean work area is being maintained.

C. **Personnel Responsible for Maintenance of Fire Prevention and Control Equipment**

Supervisors shall be responsible for monitoring all fire prevention and control equipment within their respective facilities in order to assure that it is in place and properly maintained. A map indicating the location of all hydrants, hose houses, portable fire extinguishers or other fire protective equipment shall be properly marked and displayed in the work area.

D. **Personnel Responsible for Control of Fuel Source Hazards**

Supervisors shall be responsible for controlling all fuel source hazards that exist within their respective facilities as part of their regular housekeeping functions.

E. **Training**

All employees shall be instructed on the locations and proper use of fire extinguishers in their work areas. Employees shall also be instructed as to how to operate the building's fire alarm system, and be familiar with evacuation routes. The training program shall emphasize the location and types of materials and/or processes which pose potential fire hazards. Ongoing training shall include regularly scheduled fire drills.

Page Number 1910

Standard Number 1910.38

Title Employee emergency plans and fire prevention plans.

(a) "Emergency action plan" - (1) "Scope and application." This paragraph (a) applies to all emergency action plans required by a particular OSHA standard. The emergency action plan shall be in writing (except as provided in the last sentence of paragraph (a)(5)(iii) of this section) and shall cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies.

(2) "Elements." The following elements, at a minimum, shall be included in the plan:

- (i) Emergency escape procedures and emergency escape route assignments;
  - (ii) Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;
  - (iii) Procedures to account for all employees after emergency evacuation has been completed;
  - (iv) Rescue and medical duties for those employees who are to perform them;
  - (v) The preferred means of reporting fires and other emergencies; and
  - (vi) Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.
- (3) "Alarm system." (i) The employer shall establish an employee alarm system which complies with 1910.165.

1910.38(a)(3)(ii)

(ii) If the employee alarm system is used for alerting fire brigade members, or for other purposes, a distinctive signal for each purpose shall be used.

(4) "Evacuation." The employer shall establish in the emergency action plan the types of evacuation to be used in emergency circumstances.

(5) "Training." (i) Before implementing the emergency action plan, the employer shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.

(ii) The employer shall review the plan with each employee covered by the plan at the following times:

- (A) Initially when the plan is developed,
- (B) Whenever the employee's responsibilities or designated actions under the plan change, and
- (C) Whenever the plan is changed.

(iii) The employer shall review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the workplace and made available for employee review. For those employers with 10 or fewer employees the plan may be communicated orally to employees and the employer need not maintain a written plan.

1910.38(b)

(b) "Fire prevention plan" - (1) "Scope and application." This paragraph (b) applies to all fire prevention plans required by a particular OSHA standard. The fire prevention plan shall be in writing, except as provided in the last sentence of paragraph (b)(4)(ii) of this section.

(2) "Elements." The following elements, at a minimum, shall be included in the fire prevention plan:

- (i) A list of the major workplace fire hazards and their proper handling and storage procedures, potential ignition sources (such as welding, smoking and others) and their control procedures, and the type of fire protection equipment or systems which can control a fire involving them;

- i) Names or regular job titles of those personnel responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires; and

(iii) Names or regular job titles of those personnel responsible for control of fuel source hazards.

(3) "Housekeeping." The employer shall control accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire emergency. The housekeeping procedures shall be included in the written fire prevention plan.

**1910.38(b)(4)**

(4) "Training." (i) The employer shall apprise employees of the fire hazards of the materials and processes to which they are exposed.

(ii) The employer shall review with each employee upon initial assignment those parts of the fire prevention plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept in the workplace and made available for employee review. For those employers with 10 or fewer employees, the plan may be communicated orally to employees and the employer need not maintain a written plan.

(5) "Maintenance." The employer shall regularly and properly maintain, according to established procedures, equipment and systems installed on heat producing equipment to prevent accidental ignition of combustible materials. The maintenance procedures shall be included in the written fire prevention plan.

[45 FR 60703, Sept. 12, 1980]